ANS Correspondence

Stowell, Ruth K.

[Guarantee Trust Co, NYC]

1920

original front tab of folder

Stowell, Ruth Case

November 9th, 1920

Miss Ruth Case Stowell
C/o Guaranty Trust Co. of New York
140 Broadway, New York

Dear Miss Stowell:

We have recently received an enquiry for something on primitive money, and it seems that the article which you prepared for the Guaranty News meets the requirements as well as anything I know. Have you an extra copy which you could send to Mr. C. L. Blakeslee, Federal Reserve Bank of New York, Buffalo Branch, Buffalon, N.Y.? I should very much appreciate it if such is the case.

I hope we shall have the pleasure of seeing you this winter when ever it is convenient for you to come again.

Very sincerely yours,

Secretary

SPN/E

R. K. S.

Mr. Sydney P. Noe, Secretary,
The American Numismatic Society,
Broadway between 155th and 156th Streets,
New York.

My dear Mr. Noe,-

Your letter of November ninth requesting me to send to Mr. C. L. Blakeslee, Federal Reserve Bank of New York, Buffalo Branch, Buffalo, New York, a copy of The Guaranty News which contains my little article on primitive money, is received.

I am very glad to send a copy of the paper to Mr. Blakeslee. It leaves by this mail.

Thank you for your cordiality. It will give me pleasure to come again to the museum. I should have done so long ago but for a change in the character of my work at the Guaranty Trust Company. The new work, which is in the International Trade Service and Publicity Department, has seemed to leave little time for outside study.

We shall be very glad to see you at the Guaranty if you have occasion to be in the vicinity.

Yours very sincerely,

Ruth K. Stowell.

November 11, 1920.
54 Wall Street
New Brighton, Staten Island.

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No. 13 Name H E

Boston Texas

This folder belongs in Transfer Volume No. Am

The preceding folder of this number is in Transfer Vol. No._____

ALPHABETICAL FILING.

1. Place in the file a set of Guide Cards indexed with the sub-isions of the alphabet. For a single file use 25 guides indexed from to Z. For larger outfits we can supply guides alphabetically sub-ided into sets of all sizes from 40 to 3000 A to Z, provided the quantity multiple of 20, as 40, 60, 80 100, etc. For such outfits we suggest use of 40 guides to each file.

2. Write the name of firm, individual or subject on the folder ng a separate folder for each heading, index said folder by placing it ween the alphabetical guides.

NUMERICAL INDEXING.

3. Place in the file a set of guide cards numbered from 10 up in ervals of 10. (Other systems furnished when required.)

4. Use a separate folder for each firm, individual or subject. mber all folders consecutively then file them between the above ntioned guides.

5. As a key to the numbered folders, use a Globe-Wernicke Card binet with alphabetically indexed guide cards and a separate record d for each party having a folder. (Sample card especially printed this purpose will be furnished on application.)

NOTE—It is very simple to cross-index any of the folders by ng extra cards bearing the folder number and filed under titles taining to the subject.

TRANSFERRING.

6. Be sure you enter the date you began using this system, either this folder or on a separate card.

7. Transfer each folder as it becomes bulky by removing contents l placing it in a transfer folder which in turn is placed in a transfer e numbered from 1 up. Under "Record of Transfers" be sure to er the date and transfer case number.

8. It is sometimes desirable to transfer all the file at once, in ich case remove all the guides, folders and contents, placing them in a rtical File Storage Transfer Case, then put a new set of guides and ders in the cabinet.

SUGGESTIONS.

The best results are obtained by attaching to all letters the tissue py of your reply. This facilitates reference.

Folders are furnished in medium and heavy weights. For satis-tion and economy we recommend the use of heavy weight which wear ll and easily stand vertically in the files.

THE RECORD OF TRANSFERS

May be kept on the usual card or the form below or both may be used.

MONTH	DAY	YEAR	NUMBER	MONTH	DAY	YEAR	NUMBER
Began using system							